



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (TYPING)**

**\$2,510 - \$3,050**

**CLAIMS SERVICES BUREAU**

**LOS ANGELES**

**RESPONSIBILITIES:** Under the supervision of the Bureau Chief of the Consumer Services Division, Claims Services Bureau, the Office Technician will provide a variety of secretarial and technical support/tasks for staff of the Claims Services Bureau to include, but not limited to, assisting Bureau Chief and supervisors with the planning, organization, and scheduling of meetings (intra-department and with insurance companies), trend reports; accurately inputting and updating Oracle online complaint database system to include adding, deleting, revising of various coding systems; independently composing, typing, and editing various letters, reports and other documents; developing, maintaining, and monitoring expenditure control system for Bureau's budget using Excel spreadsheets; answering/screening Bureau Chief's telephone calls and handling, referring as appropriate; training and leading lower level support staff; processing and reviewing incoming mail, distributing to appropriate staff; maintaining schedule and coordinating the appointments/activities and calendar of the Bureau Chief; coordinating travel and facilities logistics; assisting Bureau staff with travel arrangements as needed; and other related duties as assigned.

**DESIRABLE QUALIFICATIONS:** Excellent computer skills and experience with Microsoft Office software (Word, Excel, Access); excellent interpersonal skills and ability to work cooperatively with others; ability to communicate effectively with staff and the public both orally and in writing; accurately perform highly detailed work independently; follow oral and written directions, and ability to handle multiple projects/assignments efficiently and in a timely manner.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., transfer or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Christina Vaiza, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "OT #372-1139-xxx" on the State application.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**     **October 01, 2004 or until filled**

**NOTE:**             **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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